

## **Multi-Factor Authentication (MFA)**

### **User Guide for Employer Groups and Brokers**

MFA is an extra layer of security requiring multiple forms of verification to sign in to your online account, reducing the risk of unauthorized access and better protecting your data.

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# **First Time MFA Setup**

## **Initial Setup**

- To get started, sign in to your <u>MVP Online Account</u> using your existing email and password credentials as you normally would.
- If you do not have an existing login for your account and would like to request one, please reach out to eSupport at <u>esupport@mvphealthcare.com</u>
- Each account representative is required to have a unique user login to access their account
  - If you are a broker/broker account representative, please reach out to MVP Broker Administration at <u>BrokerCustomerService@mvphealthcare.com</u> to request access for multiple users
  - If you are an employer group HBA/account representative, please reach out to your MVP Account Representative to request account access for multiple users

### Sign In

MVP has integrated Multi-Factor Authentication (MFA) as an additional layer of security to keep your online account safe when you are signing in. Learn more about how to use MFA with our **MFA User Guide**.

Password		
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Sign in		
Need Help?		
Forgot Password?		

### **Establish Your MFA Phone** Number



This is the phone number that will be used for all future account authentication

### Protect Your Account

MVP has added Multi-Factor Authentication (MFA) as an extra layer of security to your online account.

Enter a phone number that you would like to use as your associated MFA method. A unique code will be sent to this number via text message or phone call, whichever is your preferred method, to verify your identity. If using text message, the code expires in 20 minutes.

Important! This is the phone number that will be used for all future account authentication.

#### **Country Code**



- After MFA has been implemented, you will initially be prompted to add a preferred account authentication phone number
- Enter a phone number that you would like to use as your associated MFA method
  - This is the phone number you will use to authenticate your account in the future
- A unique code will be sent to this number via text message or phone call, whichever is your preferred method, to verify your identity
  - If using text message, the code expires in **20** minutes

# **Authenticate Your Account**



You will be prompted to authenticate your account the first time you sign in for the day using your identified authentication phone number



- To complete your account authentication, enter the verification code that was sent to you via text or phone call and select "Continue"
  - Please note that phone calls will come from Microsoft
- Issues with your code?
  - To request a new code, select "Send New Code"
  - Please note that you will have to wait 60 seconds before you will be able to enter the new code
  - For additional assistance or to update your authentication phone number, please contact eSupport at

1-888-656-5695

# Daily MFA Sign In

# Account Sign In & Verification

- Sign in to your <u>MVP Online Account</u> using your existing email and password credentials
- You will then be prompted to verify your identity via text or phone call using your established MFA phone number associated with your account
- To complete your account authentication, enter the verification code that was sent by text or phone call and select "*Continue*"

	MVP Sign In	
Sign in to yo	our MVP Online Account.	
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# **MFA Support**

For assistance with multi-factor authentication (MFA), please contact our e-Support Help Desk.

### Contact: <u>esupport@mvphealthcare.com</u> 1-888-656-5695

